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CITY OF SNOQUALMIE  
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[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

## Request for Qualifications (RFQ) for Workforce Housing

Date Issued: [Insert Date]

RFQ Number: [Insert RFQ Number]

Response Deadline: [Insert Deadline Date]

### 1. Introduction

The City of Snoqualmie, WA is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a workforce housing project, geared towards providing housing to *Snoqualmie Valley* employees working for the school district, hospital, first responders, retail, casino, *local government* and *hospitality industries*.

*The City is interested in working with organizations who have demonstrated a proven track record of building and managing affordable/workforce housing. [Affordable housing is considered to be up to 60% AMI. Workforce housing is considered to be between 80% and 120% of AMI] with affordability for up to X years. In addition, the city is looking for organizations that have demonstrated creative and innovative approaches to workforce/affordable housing as well as examples of working with local governments.*

### 2. Background

*Snoqualmie WA is a city located about 28 miles east of Seattle with an approximate population of 15,000. From the last census data approximately 4600 employees are entering the city each day. Over 2500 jobs of these jobs are filled hospitality by industry followed just less than 1000 in the manufacturing and business park sector. Most of the city employees are traveling up to 42 miles away, southwest of the city along the State Highway 18 corridor from the cities of Tacoma, Kent and Auburn, WA due to the high cost of housing.*

### 3. Scope of Work

Outline the specific services or expertise you are seeking. This might include:

Development Services: Site assessment, design, construction management.

Management Services: Property management, tenant relations, maintenance services.

Consulting Services: Feasibility studies, financial analysis, grant writing.

Other: Any additional services relevant to your project.

#### 4. Qualifications

Interested parties should demonstrate the following:

Experience: Proven track record in workforce housing or similar projects.

Expertise: Relevant qualifications and experience of key personnel.

References: At least three references from past projects.

Approach: Understanding of workforce housing needs and proposed methodology for addressing them.

Financial Stability: Evidence of financial stability and ability to handle project requirements.

#### 5. Submission Requirements

Submissions must include:

- a. Cover Letter: Summarizing the interest and qualifications of the firm.
- b. Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- c. Project Experience: Details of relevant projects, including scope, outcomes, and client references.
- d. Key Personnel: Resumes and qualifications of key team members.
- e. Approach and Methodology: A narrative of how the firm intends to approach the scope of work.
- f. Financial Information: Recent financial statements or other evidence of financial stability.

#### 6. Evaluation Criteria

Submissions will be evaluated based on:

- a. Relevant Experience and Expertise
- b. Quality of Past Projects
- c. Approach and Methodology
- d. Financial Stability
- e. References

#### 7. Submission Instructions

Submit your qualifications package by email to:

[WorkforceHousingRFQ@snoqualmiewa.gov](mailto:WorkforceHousingRFQ@snoqualmiewa.gov)

## 8. Questions

All questions regarding this RFQ should be directed to **Emily Arteche, AICP Director of Community Development**, at [earteche@snoqualmiewa.gov](mailto:earteche@snoqualmiewa.gov) by [Deadline for Questions].

## 9. Additional Information

Add additional information that may be pertinent to the RFQ, such as project timelines, budget constraints, or specific goals for the workforce housing project.

## 10. Disclaimers

The City of Snoqualmie reserves the right to reject any or all submissions, to negotiate with any or all respondents, and to make no selection if deemed in the best interest of the project.

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<sup>i</sup> Workforce Housing is considered as 80% to 120% AMI and is based on the A Regional Coalition for Housing (ARCH) 2024 Income and Rent Limits as of April 26, 2024.